

Work Stress Cheat Sheet



Workplace stress management on one page: three resets you can do between meetings, five habits that change the shape of the day, and one sentence that protects your plate.

1 SPIKING NOW? USE ROW ONE

2 ADD ONE HABIT PER WEEK

3 REHEARSE THE BOUNDARY LINE

IN THE MOMENT Desk-legal resets. Nobody will even notice.

1 The 90-Second Window Gaze

SCREEN FATIGUE · 90 SEC

- Look up and find the farthest thing you can see: a rooftop, a treeline, the end of the hallway.
- Let your eyes rest there for 90 seconds. Blink normally, no squinting.

WHY IT WORKS

Hours of close focus keep your nervous system in threat-close mode. A long gaze reads as "scanning the horizon, all clear."

2 The Meeting-to-Meeting Exhale

BACK-TO-BACK DAYS · 30 SEC

- The second a call ends, do not touch the inbox.
- Take 3 long breaths, each exhale slower than the inhale. Then open the next thing.

WHY IT WORKS

Long exhales slow your heart rate, and the pause stops one meeting's tension from being carried into the next.

3 The Shoulders-Jaw-Hands Scan

HIDDEN TENSION · 1 MIN

- Ask: where are my shoulders? What is my jaw doing? What are my hands gripping?
- Drop, unclench, release - one slow exhale for each spot.

WHY IT WORKS

These three spots store work stress first. Checking them is a tension gauge you can read in any meeting.

THE STRUCTURAL FIVE Change the shape of the day, not just the moment.

4 Single-Tasking Sprints

BEATS MULTITASK FOG

Pick one task: 25 minutes, one tab, nothing else open. Multitasking is not doing two things - it is switching fast and paying a toll on every switch. One-tab sprints feel slower and finish sooner, and **finishing** is what actually lowers stress. Two sprints before lunch is a strong day.

5 The Shutdown Ritual

KEEPS WORK AT WORK

Last five minutes of the day: write tomorrow's top 3 on paper, then close the laptop like you mean it. Open loops follow you home and replay at dinner; a written plan tells your brain **the loops are held**, so it can stop rehearsing them.

6 The Notification Diet

ATTENTION IS A BUDGET

Batch email at three set times a day and kill every ping that is not a human directly asking you something. Every alert charges you the minutes it takes to fully return to what you were doing - **most pings are not worth their price**. Start small: silence one noisy channel today.

7 The Today-Problem Test

ONE-QUESTION TRIAGE



When a new worry lands, ask: **"Is this a today problem?"** If yes, slot it into today. If no, write down where it lives - tomorrow, Friday, next sprint - and set it down. Most workplace dread is next week's problems billed to today.



8 Lunch Away From the Desk

MAINTENANCE, NOT SLACKING

Eating over your keyboard tells your body the pressure never pauses. Twenty minutes away from the screen - outside if you can manage it - resets your eyes, your posture, and your patience. The afternoon version of you is built at lunch. **Leaving the desk is maintenance, not slacking.**

THE BOUNDARY LINE For the moment your plate is already full.

9

"I can take that on - which of my current priorities should move?"

That is a complete sentence. It says yes to the work and no to the overload in the same breath. And remember: **overwhelm shared early is a planning conversation; burnout announced late is a crisis**. Speak at the first stage.